




**Notice of Step Increment Due to Length of Service**

August 20, 2024

**Prof. Manuel E. Casangcapan**   
Department of Agricultural and BioSystems Engineering  
VSU, Visca, Baybay, Leyte

Dear Prof. **Casangcapan**:

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 s. 2012 dated September 3, 2012, implementing item (4)(d) of the Senate and House of Representatives Joint Resolution No. 4, s. 2009, approved on June 17, 2009, your salary as **Associate Professor II** is hereby adjusted effective January 1, 2024 as follows:

- |                                                                                               |                                        |
|-----------------------------------------------------------------------------------------------|----------------------------------------|
| 1. Actual monthly basic salary as of December 31, 2023<br>(SG <u>20</u> , Step <u>3</u> )     | <b>₱ 61,922.00</b><br>(743,064.00 p.a) |
| 2. Add: one (1) Step Increment<br>Due to Length of Service                                    |                                        |
| 3. Adjusted monthly basic salary effective January 1, 2024<br>(SG <u>20</u> , Step <u>4</u> ) | <b>₱ 62,827.00</b><br>(753,924.00 p.a) |

The salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order.

Very truly yours,



**PROSE IVY G. YEPES**  
President

Position Title: Associate Professor II  
Salary Grade: 20  
Item No. FY 2022 Plantilla of Personnel: APRO2-23-2022

*This cancels and replaces the NOSI issued on May 31, 2024.*

cc: RAO, HRMO, RSPPRO, PLBO